## Personal information (please print)

<table>
<thead>
<tr>
<th>STUDENT -</th>
<th>Last</th>
<th>First</th>
<th>MI</th>
<th>Student phone or e-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>PARENT -</td>
<td>Last</td>
<td>First</td>
<td>MI</td>
<td>Student ID (if known)</td>
</tr>
</tbody>
</table>

### Signature

I hereby acknowledge that the student named above is my dependant, as defined by the IRS

X

### Information to be included in an official letter

Standard student verification requests will include:

1) Name and date of birth  
2) Major  
3) Semester dates  
4) Credits completed  
5) Past/current registration  
6) Full time/part time status

Standard verification requests take 1-3 business days. Additional information may be noted here:

________________________________________________________________________________________________________

________________________________________________________________________________________________________

## Delivery method

Select one delivery method:

- [ ] Office pick up
- [ ] Mail
- [ ] E-mail
- [ ] Fax

### Send to

Address

## Submission Information

- **Fax**: 616-526-8513
- **E-mail**: successcenter@calvin.edu
- **Phone**: 616-526-6155
- **Mail**: Center for Student Success - Registrar  
  3201 Burton St SE  
  Grand Rapids MI, 49546

## Office Use

<table>
<thead>
<tr>
<th>Rec'd</th>
<th>Date</th>
<th>Initial</th>
<th>Sent</th>
<th>Date</th>
<th>Initial</th>
<th>Notes</th>
</tr>
</thead>
</table>